

NEW JERSEY DEPARTMENT OF TRANSPORTATION

MEMORANDUM

TO: All Personnel Concerned

FROM: Robert K. Suess, Chief *Robert K. Suess*  
Bureau of Roadway Plans and Specifications

DATE: February 14, 1994

PHONE: 530-2574

SUBJECT: Revision to Telephone Addendum Procedures and Pen and Ink Proposals  
94008 APC

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The following procedure shall be used when issuing a Telephone Addendum:

1. Contact the Bureau of Construction Services at 530-2106 for a list of contractor's that have purchased plans.
2. Call all contractors with a status of "A" from the list supplied by Construction Services and read the Telephone Addendum verbatim to the contractor's representative.
3. Inform the contractor's representative that an authorized representative of the company must acknowledge receipt of the Telephone Addendum at the bid table by signing an acknowledgement form when submitting the bid.
4. Request the contractor's Fax Number.
5. Using Attachment No. 1 record the following information.
  - A. Contractor
  - B. Time Called
  - C. Person Spoken to
  - D. Contractor's Fax Number
6. Fax a copy of the text of the Telephone Addendum to each contractor with a fax number. The acknowledgement should not be faxed. Attachment No. 2 is a sample fax cover sheet.
7. When all contractor's have been contacted, make a copy of the filled out Attachment No. 1 for your file and send the original to the Bureau of Construction Services.

Page Two

When preparing a pen and ink proposal change, Attachment No. 3 shall be used as a sample.

c: K. Afferton, C. Takacs, J. Schumacher, R. Pege, H. Capers, J. Isler, M. Lemmo, G. Kerwin, R. Dube, M. Kjetsaa, I. B. Senyk, F. Battaglia, G. F. Blazure, H. Harcar, S. Roop, A. Kuchtyak, C. Rebbeck, M. Cronin, F. Cocchiola, C. Combs, R. Hansbury, B. Cook, S. Alu, R. Delaney, W. Dixon, F. Pinto, J. Fasanella, A. Fischer, Y. Kim, G. Cliver, B. Shah, K. Shelat, A. Krawtschenko, J. Mycock, M. Patel, G. Nicholl, D. Piscopo, S. Patel, M. Ritualo, J. Wincek, K. Zummo, M. DiBenedetti, J. Yeager, J. Willey, R. Farese, C. Miller

RKS:DY:AK:ab

ROUTE \_\_\_\_\_  
SECTION \_\_\_\_\_  
DATE \_\_\_\_\_  
PERSON CALLING \_\_\_\_\_

[illegible]



IN REPLY PLEASE REFER TO

State of New Jersey  
DEPARTMENT OF TRANSPORTATION

THOMAS M. DOWNS  
COMMISSIONER

1035 PARKWAY AVENUE  
CN 600  
TRENTON, NEW JERSEY 08625

FAX COVER SHEET

PLEASE DELIVER THE FOLLOWING PAGES TO:

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

FROM: \_\_\_\_\_ ROBERT SUESS

LOCATION: \_\_\_\_\_ 6TH FLOOR E & O BUILDING

DATE: \_\_\_\_\_

NO. OF PAGES INCLUDING COVER: \_\_\_\_\_

MESSAGE: \_\_\_\_\_ ADDENDUM NO.

\_\_\_\_\_ ROUTE

\_\_\_\_\_ SECTION

\_\_\_\_\_

IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL BACK SOON AS POSSIBLE.

PHONE: (609) 530-4658 (VOICE)  
(609) 530-3893 (FAX)

FAX OPERATOR: \_\_\_\_\_

ATTACHMENT NO. 2

DATE SENT: \_\_\_\_\_

TIME: \_\_\_\_\_



IN REPLY PLEASE REFER TO

Route 9 Section 23C

State of New Jersey

DEPARTMENT OF TRANSPORTATION

THOMAS M. DOWNS  
COMMISSIONER

1035 PARKWAY AVENUE  
CN 600  
TRENTON, NEW JERSEY 08625

MONMOUTH County

ADDENDUM NO. 3

Gentlemen:

On Plan Sheet No. 6 the quantity for Item No. 68 "BITUMINOUS - TREATED STONE SURFACE, 4" THICK" is CHANGED to 108 SQ. YD.

On Page No. 8 of the Proposal and on Plan Sheet No. 2, the quantity for Item No. 68 is CHANGED to 136 SQ. YD. On Page No. 8 of the Proposal Item No. 68 is CHANGED to "BITUMINOUS - TREATED STONE SURFACE, 4" THICK". The Bidder shall CHANGE the Quantity and Item for Item No. 68 on Page No. 8 of the Proposal with Pen and Ink.

A revised Page No. 8 of the Proposal will not be issued. Should a Bidder fail to make this CHANGE, the Department will revise the Proposal as indicated above, and Award will be made based on this CHANGE.

FOR PROSPECTIVE BIDDERS ONLY

An authorized representative of your organization shall acknowledge receipt of this information by signing an acknowledgement form when submitting the bid.

Very truly yours,

Robert K. Suess, Chief  
Bureau of Roadway Plans  
and Specifications

Attachment

RKS:JM:dj  
09-24-92

c: J. Rush, A. Smith, F. Cocchiola, D. Jones, B. Pedersen (2), J. Mycock.

ATTACHMENT NO. 3